



*Embassy of the United States of America  
Kyiv, Ukraine*

## **JOB OPPORTUNITY ANNOUNCEMENT**

**# 010**

**Date: February 23, 2012**

**TO: ALL MISSION PERSONNEL**

**FROM: TERRY ALSTON – HUMAN RESOURCES OFFICER**

**SUBJECT: TEMPORARY CONSULAR INVESTIGATION CLERK**

Employees are invited to apply for this position or refer *qualified and eligible* candidates to the Embassy Human Resources Office. *Application procedure* is outlined at the end of this notice. Questions should be directed to the Human Resources Office.

**POSITION TITLE:** Consular Investigation Clerk

**OPEN TO:** ALL INTERESTED CANDIDATES

**GRADE LEVEL:** FSN-06, FP-8\* (FULL PERFORMANCE LEVEL)

**WORK HOURS:** Full Time, 40 hours per week

**POSITION TYPE:** TEMPORARY (NOT TO EXCEED 1 YEAR)

**OFFICE LOCATION:** Consular Section/Fraud Prevention Unit

**OPENING DATE:** Immediate

**DEADLINE:** March 1, 2012 at 6 P.M. Kyiv Time

*\*FP-8 is subject for confirmation with Washington.*

### **BASIC FUNCTION OF POSITION:**

The employee serves as Fraud Prevention Unit Assistant in the Consular Section. The employee is directly supervised by the FSN Fraud Prevention Investigator. The employee is expected to be the key point of contact for groups applying for U.S. visas, helping guide them through Consular procedures and requirements. The incumbent is also expected to coordinate the gathering of data for validation studies conducted by the Fraud Prevention Unit (FPU) and to prepare the data for final analysis. The employee is further responsible for maintaining the unit's files and databases, conducting document verifications requested by Post and other U.S. government agencies. When necessary, assists FSN FPU Investigator and FPU Diversity Visa (DV) Investigator by conducting basic verifications of applicants' information.

### **MAJOR DUTIES AND RESPONSIBILITIES:**

- Assists groups applying for U.S. visas by acting as the key point of contact with group leaders. Applies knowledge of U.S. Immigration Law and Ukrainian travel document requirements while helping guide groups through Consular procedures. Coordinates the submission of group applications and documents in advance of interviews. **15%**
- Conducts on-going validation studies (studies that determine the overstay rate within a certain category of visa recipients), which includes data collection, process planning and coordination with other units in the Consular Section. Ensures that the results are accurately transferred into Access or Excel databases and are available for further analysis. **15%**
- Performs other duties: **35%**
  - filing and maintaining sensitive but unclassified Category I and II files (CAT) along with scanning files related documentation to the appropriate NIV records;
  - maintain the Fraud Prevention Database; systematize Religious and Charitable Organizations files;
  - handle FPU related correspondence (public and US/Ukrainian government entities' inquiries); draft FPU standard responses to routine inquiries;
  - keep track of callbacks and enter the appropriate case remarks to the related NIV records
- Assists Fraud Prevention Investigator and FPU DV Investigator by verifying employment, purpose of travel, or other potentially fraudulent aspects of visa applications including for investigations of H/L visa fraud. **30%**
- Conducts document verifications for Moscow and other INS district offices. **5%**

## **REQUIRED QUALIFICATIONS:**

### **EDUCATION:**

- Completion of secondary school is required.

### **WORK EXPERIENCE:**

- One year experience in consular work or office clerical work is required.

### **LANGUAGE:**

- Level III (good working knowledge) of English, Ukrainian and Russian is required.

### **POST ENTRY TRAINING:**

- The employee will initially be trained by the Fraud Prevention Manager and Senior Fraud LES. The employee must take PC-102, Immigration Law and Visa Operations courses.

### **KNOWLEDGE:**

- The jobholder must have a basic understanding of the working procedures of all units of the Consular Section and a basic understanding of U.S. Government regulations. Incumbent must have a basic knowledge of Ukrainian immigration law and procedures for issuing government documents (e.g., birth, marriage certificates). Incumbent is also required to be familiar with and understand consular procedures as outlined in Post's Standard Operating Procedures as well as 9 FAM. Incumbent must also have a good working knowledge of Microsoft Office (Word, PowerPoint, etc.) and must have a basic understanding of Microsoft Access.

### **SKILLS AND ABILITIES:**

- Incumbent is expected to have good organizational skills in order to organize FPU paper files as well as information in the FPU computer database. The incumbent must be able to clearly explain Consular procedures to visa customers and applicants. The jobholder must also exercise tact and patience in daily work with public and Ukrainian government authorities, whether answering inquiries or explaining Consular procedures. The FPU Database is a Microsoft Access program, therefore the incumbent is required to be able to easily operate the data in the data base: enter, create reports, perform advance searches etc. The incumbent must be able to use keyboard when typing correspondence in both Ukrainian and English.

## **APPLICATION AND SELECTION PROCESS:**

- ✓ Effective August 1, 2010 Office of Overseas Employment announced new Universal Application for Employment (DS-174) as a mandatory application for any locally recruited positions. To apply for this position all interested candidates should fill out the DS-174 and submit it to the Embassy Human Resources Office by **COB March 1, 2012.**

The new DS-174 is available on the official U.S. Embassy website under the Employment Opportunities section: <http://ukraine.usembassy.gov/job-opportunities.html>.

Universal Application for Employment (DS-174) can be filled out electronically, but still must be printed, signed and emailed to: [KyivHR@state.gov](mailto:KyivHR@state.gov) or faxed to: [521-5155](tel:521-5155).

**Note:** Only those applications that are received in the Human Resources Office *before* the closing date will be eligible for consideration. Any application package that doesn't include the UAE (DS-174) will be considered incomplete and will not receive further consideration for recruitment.

**ADDITIONAL SELECTION CRITERIA:**

! Current employees serving a *probationary period* are not eligible to apply for this position.

! US Citizen EFMs who are currently employed under *Family Member Appointment* (FMA) must work for 90 calendar days in their current position before being able to apply for advertised position.

! US Citizen EFMs and NORs who are currently employed under *Personal Services Agreement* (PSA) must work for 90 calendar days in their current position before being able to apply for advertised position.

! U.S. Veterans and U.S. Citizen EFMs will be given preference in hiring over other *equally qualified candidates* in accordance with Section 301 (c) of the Foreign Service Act of 1980. Candidates who claim *U.S. Veterans hiring preference* must provide a copy of their Form DD-214 with their application. Candidates who claim U.S. Citizen EFMs hiring preference should indicate their EFM status in the application form.

! Only those applicants who are selected for the interviews will be contacted.

**EQUAL EMPLOYMENT OPPORTUNITY STATEMENT**

The U.S. Mission in Kyiv provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.

CLEARED: JVossler-CONS/FPU (by e-mail)